

# SHELTON STATE COMMUNITY COLLEGE



FOUNDED 1953

TECHNICAL DIVISION

1301 15th Street, East  
Tuscaloosa, Alabama 35404

Phone 556-1143

“An Investment In Your Future”

## PURPOSE

The College is an equal opportunity employer. No person shall, on the basis of race, color, national origin, handicap, or sex, be subjected to discrimination under any program or activity of Shelton State Community College.

It is also the policy of Shelton State Community College to comply with the Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The coordinator of the Title IX of the college is Wayne Boteler, Dean of Students. He is also coordinator of Title VI, Section 504, regarding the physically handicapped. Any person who believes himself, or any specific class of individuals to be subjected to discrimination prohibited by Title VI, Section 504, or Title IX of the Act and Regulations issued thereunder may, by himself or a representative, file a written complaint with the United States Commission of Education or with this institution, or both.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

This bulletin is the official announcement of the programs, requirements, and general regulations of Shelton State Community College, Technical Division. Students enrolling in the institution are subject to the provisions as stated. Tuition, fees and other charges, course offerings, and admission requirements are subject to change without notice. Shelton State Community College, Technical Division reserves the right to cancel any class or program section in which fewer than the required number of students are enrolled.

Shelton State Community College offers a variety of educational and training opportunities through two major units: the Junior College Division and the Technical College Division. Specialized training programs are offered through the Alabama State Fire College, which functions as a unit of the Technical College Division.

The primary purpose of the community college is to provide postsecondary education, both academic and technical, to the residents of West Alabama. In addition, the purpose of the Alabama State Fire College is to offer certain programs throughout the state. Shelton State seeks to fulfill its purpose through the following objectives:

1. To provide general education programs at the level of the first two years of college.
2. To provide academic education programs to prepare students for transfer to upper division college programs or to specialized technical linkage programs.
3. To provide occupational and technical programs through which students may acquire job skills for employment.
4. To provide specialized training programs through which workers may upgrade job skills.
5. To provide developmental education to help students alleviate educational deficiencies.
6. To provide, through the Alabama State Fire College, programs in fire service, water and wastewater treatment, and management and supervision, as requested, throughout the state.
7. To respond, when possible, to other educational needs of the community by offering continuing education programs and by cooperating with community agencies in educational and cultural projects.

Shelton State Community College attempts to accomplish these objectives and achieve its purpose according to the policies and procedures of the Alabama State Board of Education.

## WELCOME

We at Shelton State hope that this catalog will provide you with the information you need as a prospective student or as one of the students continuing your career education at this college. We also hope that the catalog will project some of the stimulating and challenging educational experiences that this college offers for those who choose to enroll here. No mere catalog, however, can ever give you the real feeling of being part of our exciting educational community. We suggest that you see for yourself by joining us.

If we have not included all of the information you need in making decisions about your educational plans or your future, we welcome questions and suggestions. Our purpose is to serve the educational needs of the Tuscaloosa and West Alabama community, and we can do this more effectively if we hear from you.

**Leo Sumner  
President**

## ALABAMA STATE BOARD OF EDUCATION

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Shelton State Community College is a part of the Alabama State System of Junior Colleges under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor, Postsecondary Education.

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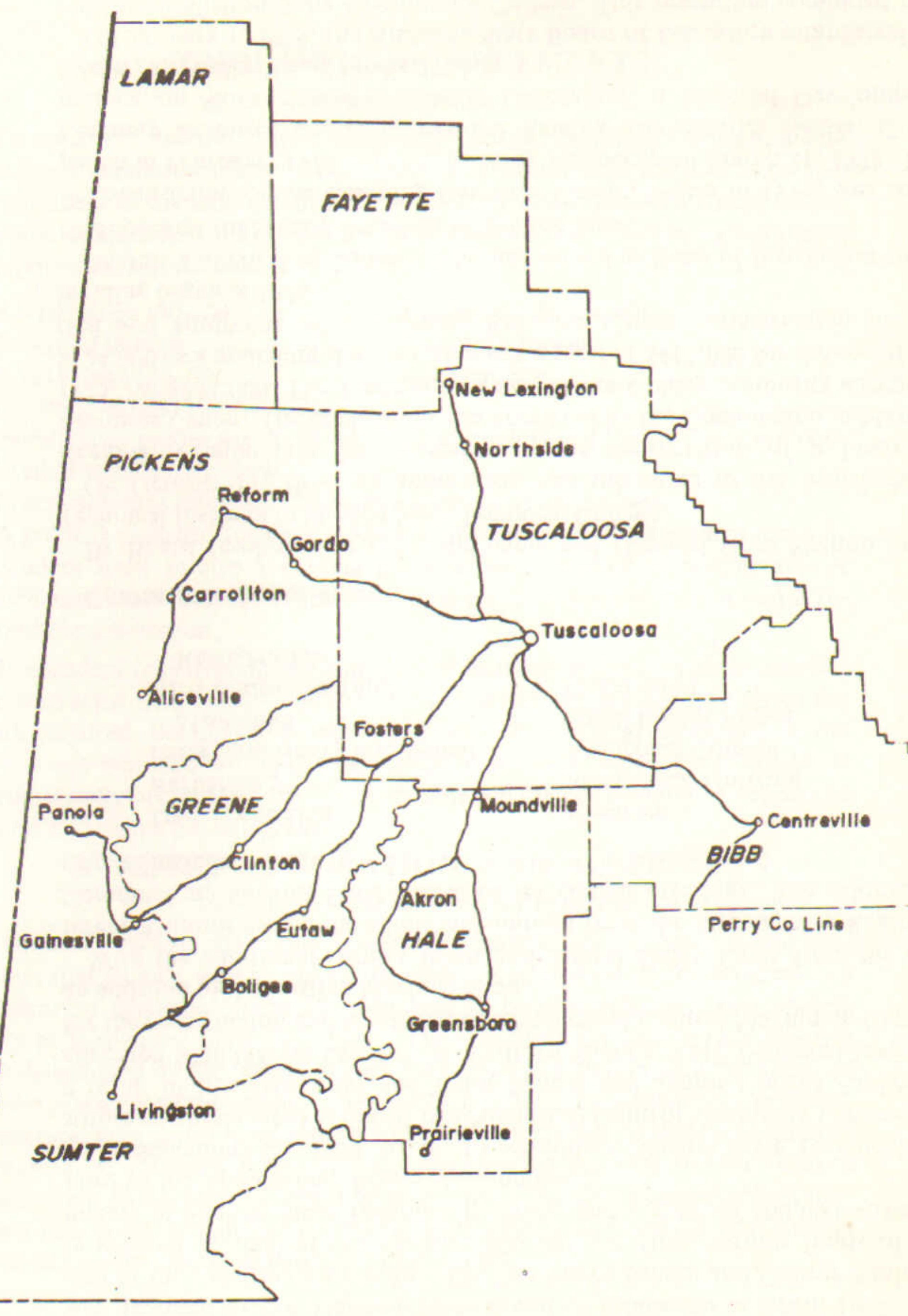
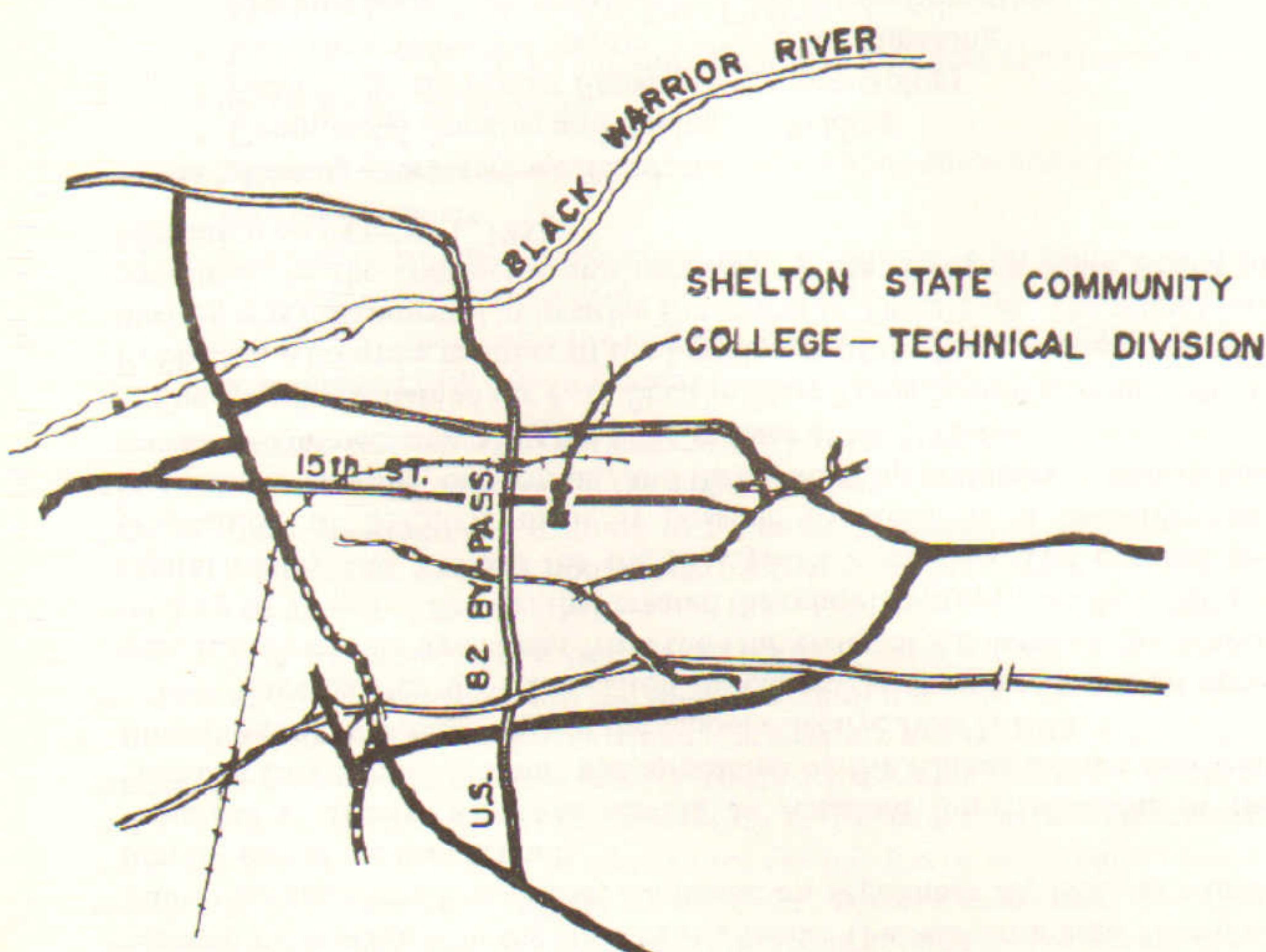
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## AREA SERVED BY SCHOOL BUS ROUTES

### LOCATION OF SHELTON STATE COMMUNITY COLLEGE TECHNICAL DIVISION



## HISTORY OF SHELTON STATE COMMUNITY COLLEGE TECHNICAL DIVISION

On October 9, 1947, the Alabama State Legislature passed the Regional Vocational and Trade Shop Act 673 which approved the creation of four regional trade schools in the state of Alabama. The Alabama State Board of Education approved Tuscaloosa, Alabama, on September 29, 1950, as a location for one of the four schools.

Harold I. James, who was serving as Assistant Superintendent of the Gadsden City School System, was appointed by the Alabama State Board of Education to the Directorship of the school effective June 1, 1951.

The Alabama Board of Education purchased 31.58 acres, and 9.14 acres were transferred by agreement from the University of Alabama to the School totaling 40.72 acres. The Act that created the school appropriated \$675,000 for capital outlay and \$75,000 for the first year's operation. The original appropriation of \$675,000 made it possible to construct a two-story administrative building, cafeteria, and three two-shop buildings. Construction was started immediately after the appointment of the Director.

The school was named the J. P. Shelton State Trade School to honor Mr. J. P. Shelton who was a member of the Legislature of the State of Alabama. Mr. Shelton was instrumental in locating the school in Tuscaloosa. The school was completed by the contractor and accepted by the Alabama State Board of Education on October 1, 1953.

The following courses were offered:

* Commercial Cooking and Baking	Welding	Electronics
* Auto Body and Fender Repair	Cosmetology	Mechanical Drafting
* Radio and Television Repair	Cabinetmaking	Numerical Control
Machine Shop Technology	Business Education	Small Engine Repair
Automotive Mechanics	Practical Nurse Education	(night only)
Industrial Electricity		

\* Courses no longer offered.

In 1957, the name of the school was changed from J. P. Shelton State Trade School to Shelton State Technical Trade School by a Board resolution.

In the spring of 1963, the Alabama State Board of Education approved the construction of an Air-Conditioning and Refrigeration shop building and a bombproof shelter at a cost of \$60,000. The funds for construction of the building came from surplus funds of the budget of Shelton State Technical Trade School.

The name was changed by legislative act and approved September 2, 1966, from Shelton State Technical Trade School to Shelton State Technical Institute.

In 1967, the Junior College and Trade School Authority allocated \$350,000 to Shelton State Technical Institute. Of this amount, \$200,000 was for the construction of an Automotive shop building, and \$150,000 was to be used to construct a building to house two courses, Machine Shop Practice and Mechanical Drafting Technology. This amount, \$350,000, was the first capital outlay allocated to Shelton State since the original act of 1947.

## REQUIREMENTS FOR DIPLOMA AND CERTIFICATE

A diploma is awarded when a student has acquired the knowledge and developed the competency to perform the skills required in each module of his/her program of instruction.

A student may become employed during his/her training. A diploma may be awarded the student should the following conditions prevail: 1) the student has completed satisfactorily on campus three-fourths of the modules required for a diploma, 2) he/she is employed in-field, following on-campus training, for a period of time equal to the remainder of the time required for the diploma, and 3) the school receives a satisfactory report from the employer.

A student who does not complete all of the modules required for a diploma may be awarded a certificate in the individual modules which are completed.

Students who transfer credit must complete at least two quarters work at Shelton State-Technical Division to receive a diploma.

Students must fulfill all financial and/or other obligations to the college prior to receiving a diploma.

## TRANSFER CREDIT

In order to transfer credit to Shelton, Technical Division, the student must provide the following information:

1. Personal data, such as name, age, education, dates attended school, marital status, etc.
2. A record of progress showing amount of training; a breakdown of the job performance completed, showing grades on both practical work and theory, giving also the number of hours of training so that it can be compared with the program the student will enter.

Credit may be allowed when a student transfers from one state technical college or institution to another in the same program. Full credit should be granted, hour for hour, for training in the same programs of the two state schools. Where exact hour for hour credit transfer is not possible, a reasonable proration of the credit will be given.

Credit may be allowed for a student transferring from a vocational educational program in high school to the same program in a state community college or institute. When complete detailed records are available from the high school, the records should show how much time the student has spent in each job or phase of training, showing laboratory performance, as well as related study grades. Full credit may be allowed for the portion of the program completed that duplicates the program he will enter. Before full credit is given, it should be ascertained that the student's time spent in laboratory training is at least equal to that required at Shelton State.

Where reasonable doubt exists that full credit should be given, tests are recommended to determine the student's level of competence.

An applicant who has completed a licensing program in a high school or

An additional amount of \$159,700 was allocated by the Public School and College Authority, September 8, 1967, to update and modernize equipment in all shops. Construction of a Data Processing building was started in 1969. It was accepted by the Alabama State Board of Education in April, 1970. The cost of the construction was \$95,000. The Public School and College Authority granted \$15,000 of the amount, \$20,000 was from surplus funds of the budget of Shelton State Technical Institute, and a grant of \$60,000 was supplied by the Appalachian Regional Commission.

On September 26, 1969, by Board resolution, Shelton State Technical Institute was designated as one of two Numerical Control Machining Centers. As a result of this resolution, the Trade School and Junior College Authority allocated \$350,000 on October 30, 1970, to Shelton State Technical Institute for the construction and equipping of a Numerical Control Machining Center, an addition to the existing Machine Shop.

With the additional surplus funds and capital outlay funds from the different Authorities and the additional amount from the Appalachian Regional Commission, Shelton State increased its course offerings. The additional courses include:

Data Processing	Electronics
* Barbering	Mechanical Drafting
Diesel and Heavy Equipment	Numerical Control
Mechanics	Small Engine Repair
Air-Conditioning and	(night only)
Refrigeration	

\* Course no longer offered.

By Board resolution in 1973, the name was changed from Shelton State Technical Institute to Shelton State Technical College.

On October 11, 1974, an application was submitted to the Appalachian Regional Commission for assistance in the construction of a Learning Resource Center. The application was approved by the Commission in March, 1975, for \$291,000. The Trade School and Junior College Authority allocated \$124,000 as a matching share which made a total of \$415,000 for the construction and equipping of a Learning Resource Center. Construction of the building began in 1976.

On July 1, 1976, Leo Sumner, who had served as Dean of Instruction since 1973, became the second President of Shelton State.

Construction of the Learning Resource Center, begun in 1976, was completed in February, 1978, and the building was occupied March 21, 1978. The Learning Resource Center houses the Related Mathematics classes, Communication Skills classes, a Science Laboratory, a Material Development Center, an Audio-Visual Media Theater.

On January 1, 1979, the Alabama State Board of Education established by resolution Shelton State Community College. This resolution combined two existing institutions: Shelton State Technical College and the Tuscaloosa campus of Brewer State Junior College.

By resolution of the State Board of Education on April 1, 1980, the Alabama State Fire College became a part of the Technical Division of Shelton State Community College.

## SCHOLASTIC REQUIREMENTS

### Grading System

To remain in Shelton State Community College, Technical Division, a student must maintain satisfactory progress as determined by the instructor and the president of the school. The criteria for determining grades are daily work, periodic examinations, initiative, and neatness of work. The letter grades used in reporting are as follows:

A—Excellent (90-100)	F—Failure (Below 60)
B—Good (80-89)	W—Withdrawal
C—Average (70-79)	I—Incomplete
D—Poor (60-69)	

Satisfactory grades are A, B, and C. Although D is a "pass," it is not considered as satisfactory work.

Practical Nurse Education requires a grade of 75 for passing.

A grade is recorded for each module of instruction when a student earns it. A student must receive a passing grade in each module of instruction. A satisfactory grade average of "C" or better (or its numerical equivalent) is required for graduation.

If a student fails to complete a module of instruction during a given quarter, the instructor may assign a grade of "I." When the student completes the work required, the instructor will change the "I" to the grade earned. If the "I" is not removed during the next quarter in which the course is taught, it automatically becomes an "F." The student will then be required to repeat the course and earn a passing grade.

## ACADEMIC PROBATION AND SUSPENSION

### (Failure to Make Satisfactory Progress)

Unless a student maintains satisfactory progress in an instructional program, that student may be placed on academic probation. If the progress of a student on academic probation continues to be unsatisfactory, that student may be suspended from the college. The standards for satisfactory progress are determined by the faculty in each instructional program with the approval of the president of the college. The specific standards for satisfactory progress, therefore, may differ from program to program. Copies of these standards of progress are available in the offices of the Dean of Students and the Dean of Instruction. Also, each student is given a copy of the specific standards of progress that apply to him/her during the shop orientation held for that student after the student has been enrolled in a program.

## ATTENDANCE POLICIES

Shelton State Community College, Technical Division, operates on the quarter system. Each quarter consists of a minimum of fifty-four instructional days for full-time students with each day having six full hours of instruction in the classroom or laboratory or a combination of both. Students enrolled on a half-time basis attend classes thirty-three sessions each quarter with each session consisting of five full hours of instruction in the classroom or laboratory or a combination of both.

Students are expected to attend all classes for which they are enrolled. Each student is either present or absent each session, and his attendance will be so recorded by the instructor in hours or minutes.

An average daily attendance of LESS THAN 85% of a quarter does not meet the operating standards of Shelton State Community College, Technical Division.

Some absences must be excused from the 85% rule. They are (1) Jury Duty and (2) Military Training.

### POLICY FOR FULL-TIME STUDENTS

When a student has five (5) absences for the quarter in which he is enrolled, the instructor will notify Student Services on the form provided, and the student will be called in for counseling and placed on probation.

Any student who has nine (9) absences in the quarter will be dropped for the remainder of the quarter with no credit for that quarter. The instructor will submit the regular trainee report form stating the reason for dropping.

If a student is absent for five (5) days and cannot be reached for counseling, he will be dropped when the instructor notifies Student Services that he has nine (9) absences.

Where applicable, a report will be sent to the agency which is sponsoring the student, notifying the agency that the student has been dropped.

When a student has been dropped for any reason and wishes to re-enter in a subsequent quarter, a re-admission request must be made by the student and approval given by the occupational instructor and Student Services before the student may re-enter at the beginning of the next quarter.

### POLICY FOR HALF-TIME STUDENTS

The above requirements apply to the night students except that three (3) absences will constitute the basis for placing the student on probation and five (5) absences will be the basis for dropping the student.

## WITHDRAWAL AND RE-ENROLLMENT

### WITHDRAWAL

If a student wishes to withdraw from school, the student must obtain a withdrawal form from the Student Personnel Office, complete the form, and return it to the Student Personnel Office.

A student will receive no credit for the work attempted the quarter he/she withdraws.

### RE-ENROLLMENT

Students who withdraw for the following reasons may re-enroll during the same quarter:

1. Jury Duty
2. Military Service
3. Health reasons upon presentation of proper justification to the Dean of Students.

A former student who has not been in attendance for a quarter or more may apply for re-enrollment with the Dean of Students.

### INSTITUTIONAL DROPS

Drops must be turned in to the Student Personnel Office on all students who do not attend class the first two days of each quarter. The drops shall be turned in at the end of the second class day. Exceptions to the above will be made for students who contact the instructor and who have an excusable reason for not attending the first two days of class.

## CONDUCT POLICY

It is assumed that students enrolling are mature and have a desire for constructive learning and are attending the school with that purpose in mind. The school is operated to help each student develop skills in a trade that will enable the student to earn a living.

## AIR-CONDITIONING

24 Months

New developments are being made possible through the use of the modern miracle, mechanical refrigeration and its offspring, air-conditioning. More than three-fourths of the food we eat is dependent upon refrigeration to reach our tables in a healthful and palatable state. The pleasant atmospheres in our public buildings, theaters, offices, homes, hospitals, and motels are products of our air-conditioning industry.

The purpose of this program is to train students to become air-conditioning and refrigeration mechanics. The student must learn the basic fundamentals of refrigeration and air-conditioning and around this knowledge form his ideas, working skills, and habits to become successful in the refrigeration and air-conditioning field. With these skills the mechanic can install, service, and repair refrigeration and air-conditioning equipment from household refrigerators, freezers, window and central air-conditioners, to commercial refrigeration such as walk in coolers, freezers, ice machines, and air-conditioning systems.

This program offers both theory and practical work in refrigeration, air-conditioning, heating, heat pumps, solar heating and special systems.

Applied electrical wiring diagrams, schematics, and low voltage wiring are also covered in this program.

Admission to the program requires a high school diploma or General Education Development certificate (G.E.D.). Prior knowledge of mathematics, physics, and mechanical drawing is an asset in this program.

## AIR CONDITIONING

### FIRST QUARTER

TAC 111 01 Basic Refrigeration  
TAC 161 01 Basic Refrigeration Lab  
TMA 101 Basic Related Math

### SECOND QUARTER

TAC 121 01 Basic Electricity  
TAC 171 01 Basic Electricity Lab  
TMA 102 Fundamental Algebra

### THIRD QUARTER

TAC 131 01 Ref. & AC Components  
TAC 181 01 Ref. & AC Components Lab

### FOURTH QUARTER

TAC 141 01 Ref. & Accessories Controls  
TAC 191 01 Ref. & Accessories Controls Lab

### FIFTH QUARTER

TAC 211 01 Equip. Selection & Installation  
TAC 261 01 Equip. Selection & Installation Lab

### SIXTH QUARTER

TAC 221 01 Special Systems & Window AC  
TAC 271 01 Special Systems & Window AC Lab

### SEVENTH QUARTER

TAC 231 01 Central AC  
TAC 281 01 Central AC Lab

### EIGHTH QUARTER

TAC 241 01 AC-Commercial Equip.  
TAC 291 01 AC-Commercial Equip. Lab

## AUTOMOTIVE MECHANICS

24 Months

The objective of this program is to guide students to develop sufficient skills and related technical knowledge of the trade to meet the entry level requirements of employment in the automotive field. Students will be guided to develop an understanding of logical, step-by-step, diagnostic procedures and repair according to manufacturer's recommendations; to develop the ability to use automotive tools and equipment properly and safely; and to adopt good work habits - orderliness, cleanliness, and safety. Graduates will be prepared for such positions as automotive mechanic or helper, service station attendant, or auto repair shop serviceman. Advancement for the mechanic depends upon the ability, acquired skill, and the desire of the individual.

The automobile technician or mechanic must know not only how to repair the automobile, but he must know its basic functions and be able to make diagnoses as well. The auto mechanic performs such activities as maintenance and tune-up and disassembling and overhauling of engines, transmissions, carburetors, alternators, brakes and suspension systems.

Students in this program will receive instruction in "live work" and shop practices. Classroom instruction emphasizes basic scientific principles and technical information to give students an understanding of the reasons for mechanical and technical failure. The automotive shop is equipped with representative types of engines, chassis, transmissions, rear axles, and considerable testing equipment to give experience in disassembly, inspection, adjustment, and testing.

The automobile, like other means of transportation, is getting more sophisticated each year. Some of the signs of advancing technology in the automobile are emission control, sensing devices, electronic fuel injection and computer controlled timing. As technology advances so does the automobile. The person who chooses auto mechanics for a vocation must be ready and willing to continue to study and to attend training sessions periodically in order to keep up with modern technology.

The basic education requirement of a prospective student is a tenth (10th) grade education (preferably a high school education), with a good background in math and science. The student should be a competent reader which will enable him to read schematics and drawings of basic hydraulics and electrical wiring systems.

Upon satisfactory completion of the program students are presented diplomas. Students may complete only certain phases of the program, however, and receive certificates.

NOTE: Also, taught at night - half-time.

### AUTOMOTIVE MECHANICS

TAM 111 01	Automotive Brakes
TAM 161 01	Automotive Brakes Lab
TCS 101	Reading Skills
TAM 121 01	Suspension & Steering
TAM 171 01	Suspension & Steering Lab
TCS 104	Applied Communication Skills
TAM 131 01	Auto Engine Repair
TAM 181 01	Auto Engine Repair Lab
TMA 101	Basic Related Math
TAM 141 01	Auto Tune-Up
TAM 191 01	Auto Tune-Up Lab
TAM 211 01	Manual Transmissions & Differentials
TAM 261 01	Manual Transmissions & Differentials Lab
TAM 221 01	Automatic Transmissions
TAM 271 01	Automatic Transmissions Lab
TAM 231 01	Auto Heating & AC
TAM 281 01	Auto Heating & AC Lab
TAM 241 01	Auto Electricity
TAM 291 01	Auto Electricity Lab

## GENERAL CLERICAL

12 Months

This program is designed to prepare students for such entry level positions as bookkeepers, file clerks, office machine operators, receptionists, secretaries, and clerk typists. In reality most positions in this profession are a combination of some or all of these.

There is diversity in the duties performed by workers in this field. Many keep records and do other paperwork. Others handle communications or operate office machines. Advancement opportunities in the field are good. As workers become more highly skilled, they are assigned more difficult tasks.

This program offers students an opportunity to review grammar and usage as well as mathematics, as they apply to business uses. Clerical jobs require competency in reading; therefore training in this area is offered. Instruction is given in typing, machine transcription, accounting, operating electronic calculators, speedwriting, filing, word processing and preparing business correspondence. In addition, on-the-job experience is acquired when third-quarter students assume the clerical duties of an instructor for one hour a day in Office Practice.

A person who does not have a high school diploma may enroll in the general clerical program. However, he or she must earn a General Education Development certificate (G.E.D.) as part of the program of study before a diploma will be issued.

### BUSINESS EDUCATION

#### FIRST QUARTER

TGC 161 01	Typing I
TGC 161 02	Typing I
TGC 111 01	Office Machines
TGC 112 01	Business Math
TGC 113 01	Filing
TGC 114 01	G. C. Lab
TGC 115 01	Office Practice
TCS 102	Grammar Review

#### SECOND QUARTER

TGC 171 01	Typing II
TGC 171 02	Typing II
TGC 121 01	Speedwriting
TGC 122 01	English Grammar
TGC 123 01	Accounting I
TGC 124 01	Office Practice
TGC 125 01	Introduction to Computer

#### THIRD QUARTER

TGC 181 01	Typing III
TCC 181 02	Typing III
TGC 131 01	Speed Writing II
TGC 132 01	English Essentials
TGC 133 01	Accounting II
TGC 134 01	Office Practice
TCC 135 01	Medical Office Practice (OPM)

#### FOURTH QUARTER

TGC 191 01	Typing IV
TGC 191 02	Typing IV
TCC 141 01	Business Correspondence
TCC 142 01	Machine Transcription
TCC 143 01	Micro Accounting
TGC 144 01	Word Processing
TGC 145 01	Office Practice
TGC 146 01	Lotus 1-2-3 (OPTIONAL)

## CABINET MAKING

### **CABINETMAKING**

18 Months

This program prepares its graduates for such jobs as cabinetmaker, wood-working machine operator, cabinet assembler, cabinet finisher, and cabinet shop manager or owner. As in most fields, the entry level position open to a graduate will depend upon the student's skill level.

Craftsmen in the cabinetmaking field produce all types of cabinets such as kitchen cabinets, vanities, and store fixtures and movable storage units. They also build mantels, repair furniture, and construct built-in furniture for residential and commercial uses. The cabinetmaker identifies types and grades of lumber, chooses appropriate lumber for the item to be built, measures, shapes, cuts, assembles, and puts a finish on the constructed item.

This program will instruct students in the use of all of the hand and power tools used in this trade, such as the shaper, lathe, mortising and tenon machine, table saw, radial saw, planer, joiner, sander, and router. Students not only learn how to construct wooden items, but how to plan projects, estimate the cost, select the proper tools and materials, keep accurate records, and use appropriate finishing materials. These skills will be used during this program as the students construct and finish numerous projects during the course of their training.

NOTE: Also, taught at night - half-time.

#### FIRST QUARTER

TCM 111 01 C. M. Theory I  
TCM 161 01 C. M. Shop I  
TMA 101 Related Math

#### SECOND QUARTER

TCM 121 01 C. M. Theory II  
TCM 171 01 C. M. Shop II  
TMA 101 Related Math

#### THIRD QUARTER

TCM 131 01 C. M. Theory III  
TCM 181 01 C. M. Shop III

#### FOURTH QUARTER

TCM 141 01 C. M. Theory IV  
TCM 191 01 C. M. Shop IV

#### FIFTH QUARTER

TCM 211 01 C. M. Theory V  
TCM 261 01 C. M. Shop V

#### SIXTH QUARTER

TCM 221 01 C. M. Theory VI  
TCM 271 01 C. M. Shop VI

### **COSMETOLOGY**

12 Months  
(1200 Credit Units)

The Cosmetology program is designed to prepare the student for a successful career in professional beauty culture. The most widely known job opportunities in this profession are in the beauty salon as a designer, make-up artist, or shop owner. In addition to jobs in a salon, a graduate may also pursue a career in the cosmetics industry or in education. In the cosmetics industry, jobs include salesperson, buyer, manufacturer's representative, trade technician, beauty educator, and promotional writer. In education, jobs are available in vocational schools, in private beauty schools, with organizations such as the Alabama Board of Cosmetology, as an educational director for a manufacturer, or as an in-service educator for a chain of salons.

The student in this program will learn cosmetology and its related chemistry, bacteriology, anatomy and physiology. Each student will develop skills required in the practice of hair, scalp, skin, and nail care. Students will receive classroom instruction as well as practical experience with mannequins and with patrons in the program's laboratory. The study of psychology is also an important element of the program since in this profession one's success depends greatly upon the ability to understand human behavior.

According to the Alabama State Board of Cosmetology requirements, students entering this program must be sixteen years old, must have completed the tenth grade or have a General Education Development (G.E.D.) certificate, and must furnish negative results of a current skin test or chest x-ray for T.B.

Successful completion of the course qualifies the student to participate in the Alabama State Board of Cosmetology Examination which is a written exam as well as a practical exam. The Board has the authority to grant an operator's license to applicants who pass these examinations. This license is required by law before one may practice as a cosmetologist in Alabama.

## COSMETOLOGY

#### FIRST QUARTER

TCO 111 01 Theory (Law, Ethics & History) I  
TCO 161 01 Lab I  
TCO 162 01 Clinical I  
TCO 112 01 Cos. Related Math

#### SECOND QUARTER

TCO 121 01 Theory (Psychology) II  
TCO 171 01 Lab II  
TCO 172 01 Clinical II

#### THIRD QUARTER

TCO 131 01 Theory (Chemistry) III  
TCO 181 01 Lab III  
TCO 182 01 Clinical III

#### FOURTH QUARTER

TCO 141 01 Theory (Management) IV  
TCO 191 01 Lab IV  
TCO 142 01 Theory (Wardrobe Planning) IV-A  
TCO 192 01 Clinical IV

**DATA PROCESSING**

18 Months

The Data Processing program prepares students for entry level positions in business data processing. Such positions as computer operator, programmer trainee, and data entry operator are typical.

Workers in computer and related occupations design programs for processing information, punch them into machine-readable software, and operate computers and peripheral equipment. These machines manage accounts receivable, accounts payable, purchasing, sales, inventory, manufacturing processes, and management reports - to name only a few of their capabilities.

Students in this program will learn how to operate Unit Record equipment, and learn programming for the Digital Computer. Instruction will focus on four programming languages: R.P.G., COBOL, FORTRAN, and BASIC. Knowledge of these four types of programming will make it easier for a student to adapt to other "languages" which may be used in his/her particular place of employment. The program simulates an on-the-job environment by requiring students to analyze problems, plan solutions and execute the programs on the computer. This provides an opportunity to apply principles learned in a classroom setting to a problem which one might encounter in a business setting.

In addition to Data Processing, students receive training in related areas which broaden Data Processing. These related areas are: basic accounting, business mathematics, and business English. A high school diploma or a General Education Development (G.E.D.) certificate is required of applicants to this program.

FIRST QUARTER

TDP 111 01 Unit Record  
 TDP 161 01 Unit Record Lab  
 TDP 112 01 Accounting I  
 TDP 162 01 Accounting I Lab  
 TCS 101 Reading Skills

SECOND QUARTER

TDP 121 01 RPG I  
 TDP 171 01 RPG I Lab  
 TDP 122 01 Accounting II  
 TDP 172 01 Accounting II Lab  
 TCS 102 Grammar Review

THIRD QUARTER

TDP 131 01 RPG II  
 TDP 181 01 RPG II Lab  
 TDP 132 01 Micro Accounting

FOURTH QUARTER

TDP 141 01 Cobol I  
 TDP 191 01 Cobol I Lab  
 TDP 142 01 Math

FIFTH QUARTER

TDP 211 01 Fortran  
 TDP 261 01 Fortran Lab  
 TDP 212 01 Math  
 TCS 103 Technical Writing

SIXTH QUARTER

TDP 221 01 Basic  
 TDP 271 01 Basic Lab  
 TDP 222 01 Math

DIESEL MECHANICS**DIESEL MECHANICS**

24 Months

This program trains diesel mechanics to remove, repair, install and maintain diesel engines that power transportation equipment, such as heavy trucks, buses, boats, and construction equipment such as bulldozers and cranes, and diesel farm tractors and a variety of other diesel-powered equipment. Many mechanics make all types of diesel engine repairs. Others specialize, in rebuilding engines, for example, or in repairing fuel injection systems. In addition to maintaining and repairing engines, diesel mechanics may work on other parts of diesel-powered equipment, such as brakes and transmissions.

The principles of diesel engines are taught in this program and are reinforced with laboratory experiences with actual diesel equipment. While there is an emphasis on diesel engines, all other components of diesel equipment and gasoline engines are studied to the extent that an individual completing this program should require nothing but additional experience to be able to perform at the level expected of a diesel mechanic. Learning activities include: basic diesel engine principles; methods and techniques for removal, rebuilding, and installing diesel engines including engine accessories; operating principles and maintenance of diesel engine fuel system; tune-up and troubleshooting procedures; diesel engine testing methods and techniques; and the use of various tools and measuring instruments. Also covered is maintenance, and repair or replacement of the components and parts of the electrical accessories found on most diesel trucks. Vehicle power trains and control systems for diesel trucks are also studied as well as welding for diesel maintenance.

Employers prefer applicants who have a high school diploma or its equivalent. Therefore students needing a G.E.D. certificate are encouraged to earn one while enrolled in this program. Mechanical aptitude is also expected of graduates. Because the work often requires lifting heavy parts, persons interested in becoming diesel mechanics should be in good physical condition.

TDI 111 01 Safety, Tool, Measuring In, Engine Theory  
 TDI 161 01 Safety, Tool, Measuring In, Engine Lab  
 TCS 101 Reading

TDI 121 01 Engine Overhaul & Fuel Systems  
 TDI 171 01 Engine Overhaul & Fuel Systems Lab  
 TCS 104 Communication Skills

TDI 131 01 Electrical Systems  
 TDI 181 01 Electrical Systems Lab  
 TMA 101 Basic Related Math

TDI 141 01 Clutches, Drive Lines, Susp. & Brakes  
 TDI 191 01 Clutches, Drive Lines, Susp. & Brakes Lab

TDI 211 01 Crawler Steering & Track Hydraulic  
 TDI 261 01 Crawler Steering & Track Hydraulic Lab

TDI 221 01 Engine Tune-Up & Trouble-Shooting  
 TDI 271 01 Engine Tune-Up & Trouble-Shooting Lab

TDI 231 01 Power Train  
 TDI 281 01 Power Train Lab  
 TDI 241 01 Calibrating & Testing Fuel Systems  
 TDI 291 01 Calibrating & Testing Fuel Systems Lab

## DRAFTING

### **DRAFTING**

18 Months

This course is designed to prepare a student for a career as a draftsman in engineering related trades or as a technician who serves as the person between the skilled worker and the engineer. The program is intended to prepare the student for an entry level position. Possessing the essential engineering and drafting knowledge, the graduate may advance as work experience is acquired.

Draftsmen prepare detailed drawings based on rough sketches, specifications, and calculations made by engineers, architects, and designers. They also calculate the strength, quality, quantity, and cost of materials.

Instruction includes basic fundamentals of drafting, use and care of instruments, lettering, fundamentals of multiview and pictorial projections, and dimensioning. The program emphasizes engineering production drafting, machine power transmission, tool drawings, map drawings, diagrammatic drawings and computer aided drafting. Special project drawings are also included.

A person planning to enter this field of work should have above-average mechanical aptitude. A high school education or the equivalent is necessary. Prior study of mathematics, algebra and geometry is expected. Students are required to take mathematics, algebra, and trigonometry as related study, but such study is not intended to prepare them wholly if they have never had such courses. Other related courses are required in Communication Skills to increase proficiency in reading, writing, speaking, and listening; in particular the drafting student learns to express himself more clearly - orally and in technical writing.

NOTE: Also, taught at night - half-time.

### **ELECTRONICS**

24 Months

The aim of this program is for the graduating student to reach a degree of knowledge, understanding, and skill that will make him/her employable and able to advance in practically any area in the broad field of electronics technology. The wide variety of jobs in this field falls generally into eight areas of work: research and development, fabrication, production, quality control, selling, installation, operation, and maintenance. The products to which these jobs relate may be classified into four main categories: government products, industrial products, consumer products, and components.

Products sold to the government include such widely different items as missile and space guidance systems, communications systems, and other electronic goods used in medicine, education, crime detection, and traffic control. Industrial purchases include computers, radio and television broadcasting equipment, and production control equipment - all vital to daily business operations. Consumer products include television sets, radios, stereos, and calculators. No electronic products could be developed, however, without their main ingredient - components. Some of the most well-known components are capacitors, switches, transistors, relays, television picture tubes, and amplifiers.

This program is a fully correlated program for teaching both electronics theory and practice. Included in the course is basic electricity, basic electronics, solid state devices, computers, communications, technical design and drafting, pulse and switching techniques, applied mathematics, electronics tools and testing devices, applied science and communication skills.

A well equipped laboratory makes possible instruction ranging from basic electronics to complex industrial systems. Graduates of the program will have a thorough knowledge of many of the applications of electronics to home, science, and industry. They will be capable of testing, installing, repairing, and adjusting complex electronic devices found in commercial and military establishments.

Every effort is made to build in the mind of the student a reason and a purpose for every lesson taught in this program of study. Classroom instruction is reinforced by "hands-on" experience in the laboratory or shop area.

A high school diploma or the equivalent is required for enrollment in this program.

## DRAFTING

### FIRST QUARTER

TDR 111 01 Basic Drawing I  
TDR 161 01 Basic Drawing I Lab  
TMA 102 Fundamental Algebra  
TCS 102 Grammar Review

### SECOND QUARTER

TDR 121 01 Basic Drawing II  
TDR 171 01 Basic Drawing II Lab  
TMA 103 Practical Trigonometry  
TCS 103 Technical Writing

### THIRD QUARTER

TDR 131 01 Basic Drawing III  
TDR 181 01 Basic Drawing III Lab  
TDR 132 01 Perspective Drawing  
TDR 182 01 Perspective Drawing Lab

### FOURTH QUARTER

TDR 141 01 Isometric Drawing  
TDR 191 01 Isometric Drawing Lab  
TDR 142 01 Structural Drafting Welding Drawing  
TDR 192 01 Structural Drafting Welding Drawing Lab

### FIFTH QUARTER

TDR 211 01 Advanced Mechanical Drawing  
TDR 261 01 Advanced Mechanical Drawing Lab  
TDR 212 01 Architectural Drafting  
TDR 262 01 Architectural Drafting Lab

### SIXTH QUARTER

TDR 221 01 Pipe Drafting  
TDR 271 01 Pipe Drafting Lab  
TDR 222 01 Surveying  
TDR 272 01 Surveying Lab  
TDR 223 01 Computer Aided Drafting  
TDR 273 01 Computer Aided Drafting Lab

## ELECTRONICS

### FIRST QUARTER

TEL 111 01 D. C. Electronics  
TEL 161 01 D. C. Electronics Lab  
TMA 101 Related Math  
TCS 102 Grammar Review

### SECOND QUARTER

TEL 121 01 A. C. Electronics  
TEL 171 01 A. C. Electronics Lab  
TMA 103 Trigonometry & Geometry or TMA 102 Fund. Algebra  
TCS 103 Technical Writing

### THIRD QUARTER

TEL 131 01 Solid State Circuits  
TEL 181 01 Solid State Circuits Lab

### FOURTH QUARTER

TEL 141 01 Electronics Systems  
TEL 191 01 Electronics Systems Lab

### FIFTH QUARTER

TEL 211 01 Digital Techniques  
TEL 261 01 Digital Techniques Lab

### SIXTH QUARTER

TEL 221 01 Microprocessor Techniques  
TEL 271 01 Microprocessor Techniques Lab

### SEVENTH QUARTER

TEL 231 01 Communications/Robotics  
TEL 281 01 Communications/Robotics Lab

### EIGHTH QUARTER

TEL 241 01 OP Amps/Active Filters  
TEL 291 01 OP Amps/Active Filters Lab  
TEL 242 01 IC Timers  
TEL 292 01 IC Timers Lab  
TEL 243 01 Phase Lock Loops Theory

## INDUSTRIAL ELECTRICITY

### **INDUSTRIAL ELECTRICITY**

24 Months

The purpose of this program is to train students to become competent construction and maintenance electricians. At the conclusion of the course, students should be prepared to pass a test at the Journeyman level.

Construction electricians assemble, install and wire electrical systems for power, air conditioning, and lighting. In addition, they install electrical machinery systems. Maintenance electricians keep electrical equipment and systems in good working order. They may also install new electrical equipment.

Instruction in this program is designed to teach the theories and principles of the operation of electrical appliances, equipment, and machines and/or the installation, maintenance, and troubleshooting of motors, transformers, and industrial controls. A variety of suitable related laboratory projects requires a student to put into practice the knowledge and skills gained. These projects include wiring, use of test equipment, and repairs on motors, transformers, and appliances. In addition, projects requiring interpretation of the National Electrical Code for correct installations and material uses will be assigned to test proficiency in this area of instruction.

A person may, without prior electrical training or experience, enter the Electricity Program. An essential part of the program is the study of Communication Skills and Mathematics, including algebra. These are taught as they relate to the skills needed to competently perform as an electrician.

NOTE: Also, taught at night - half-time.

#### FIRST QUARTER

TET 111 01 D. C. Electricity  
TET 161 01 D. C. Electricity Lab  
TCS 101 Reading  
TMA 101 Related Math

#### SECOND QUARTER

TET 121 01 A. C. Electricity  
TET 171 01 A. C. Electricity Lab  
TCS 102 Grammar Review  
TMA 102 Fundamental Algebra

#### THIRD QUARTER

TET 131 01 Commercial & Residential Wiring  
TET 181 01 Commercial & Residential Wiring Lab  
TCS 103 Technical Writing  
TMA 103 Trigonometry & Geometry

#### FOURTH QUARTER

TET 141 01 Motors Transformers & Generators  
TET 191 01 Motors Transformers & Generators Lab

#### FIFTH QUARTER

TET 211 01 Industrial Wiring  
TET 261 01 Industrial Wiring Lab

#### SIXTH QUARTER

TET 221 01 AC Motors & Alternators  
TET 271 01 AC Motors & Alternators Lab  
TET 222 01 Blue Print Reading

#### SEVENTH QUARTER

TET 231 01 Electrical Motor Controls I  
TET 281 01 Electrical Motor Controls I Lab  
TET 232 01 Blue Print Reading

#### EIGHTH QUARTER

TET 241 01 Electric Motor Control II  
TET 291 01 Electric Motor Control II Lab  
TET 242 01 Electric Cont./Prog. Controller  
TET 243 01 Blue Print Reading (NEC)

## MACHINE SHOP

### **MACHINE SHOP**

24 Months

This program prepares students for such machine shop positions as machinist apprentice, maintenance machinist, machine tool operator, and all-around machinist.

Employees in this field use stationary, power-driven devices to shape or form metal to precise measurements. This precision makes possible the production of one part or thousands of identical parts which may be easily interchanged in the assembly or repair of final products. Almost every factory using substantial amounts of machinery employs machinists to maintain its mechanical equipment. Also some machinists work in production departments of metal working factories to make parts for new products.

This program provides training in setting up and operating various types of machines common to general purpose machine shops. Such machines include drill presses, band saws, horizontal shapers, lathes, vertical milling machines, horizontal milling machines, grinders, turret lathes and other special machines such as optical comparators. In addition, blueprint reading for machinists, orientation to the machine shop and the machinist trade, safety rules and practices, use of measuring instruments, use of math in the machine shop, and correct use of common hand tools are parts of this program. Projects have been designed to allow each student to prepare or interpret drawings, select, and process metals according to the specifications.

There are certain personal qualities which an individual should possess if he is to progress in the machinist trade. They include a definite mechanical inclination and a temperament suited to performing highly accurate work. The work requires concentration as well as physical effort. It is essential that the student have a high school education and a good background in mathematics.

NOTE: Also, taught at night - half-time.

#### FIRST QUARTER

TMS 111 01 M. S. Theory I  
TMS 161 01 M. S. Shop I  
TMS 112 01 M. S. Blue Print I  
TMS 113 01 M. S. Math

#### SECOND QUARTER

TMS 121 01 M. S. Theory II  
TMS 171 01 M. S. Shop II  
TMS 122 01 M. S. Trigonometry & Geometry  
TMS 123 01 M. S. Blue Print II

#### THIRD QUARTER

TMS 131 01 M. S. Theory III  
TMS 181 01 M. S. Shop III  
TMS 132 01 M. S. G. D. & T.  
TMS 133 01 M. S. Advanced Math

#### FOURTH QUARTER

TMS 141 01 M. S. Theory IV  
TMS 191 01 M. S. Shop IV  
TMS 142 01 M. S. G. D. & T.

#### FIFTH QUARTER \*

TNC 211 01 Orientation & Introduction Theory  
TNC 261 01 Orientation & Introduction Lab  
TNC 212 01 Manual Pts. Programming Theory  
TNC 262 01 Manual Pts. Programming Lab  
TNC 213 01 Basic Comp. Assist. Prog. Theory  
TNC 263 01 Basic Comp. Assist. Prog. Lab  
TNC 214 01 Advanced Comp. Assist. Program. Theory  
TNC 264 01 Advanced Comp. Assist. Program. Lab  
TNC 215 01 Quality Control & Assurance Theory  
TNC 265 01 Quality Control & Assurance Lab  
TNC 216 01 Elect. Discharge Machining Theory  
TNC 266 01 Elect. Discharge Machining Lab  
TNC 217 01 N. C. Blue Print I  
TNC 218 01 N. C. Math

#### SIXTH QUARTER

TMS 221 01 M. S. Theory V  
TMS 271 01 M. S. Shop V

#### SEVENTH QUARTER

TMS 231 01 M. S. Theory VI  
TMS 281 01 M. S. Shop VI

#### EIGHTH QUARTER

TMS 241 01 M. S. Theory VII  
TMS 291 01 M. S. Shop VII  
OK  
TMS 800 01 N. C. Co-op Training

\* The fifth quarter, you take Numerical Control. Then stay in N. C. or go back to finish Machine Shop.

## **NUMERICAL CONTROL**

12 Months

The Numerical Control Program at the Technical Division of Shelton State Community College is the center for numerical control training for the entire state. It is a program which trains students in a specialty area of the machining occupations. These students become skilled in the use of machines which use computers to control various machining operations. This innovation significantly reduces the time required to perform these operations. Conscientious graduates may advance to many positions of greater specialization such as numerical control programmers.

A work piece, if machined under numerical control, would be the same size and shape as one manufactured on conventional machines that were not numerically controlled. The primary difference lies in the method of supply input data and obtaining feedback signals. With numerical control, automatic operation is achieved by means of numerical instructions expressed in code. These instructions or programs are prepared in advance. Recorded on tape, these coded instructions can control the sequence of machining operations, machine positions, spindle speeds and rotational direction, distance and direction of movement of the tool or workpiece, flow of coolant, table indexing, and even the selection of the cutting tool for each operation.

The coded tapes are placed on a control unit (a computer) which consists of a system of electronic interpreting devices, and when activated, the control unit guides the machine tool through the programmed operations and movements with little or no human intervention.

Each student in this program is assigned specific shop projects and follows them through to completion while studying shop theory directly related to the work. Shop conditions simulate those found in industry as much as possible. Students learn how to read blueprints, determine sequence of operations, make their own set-ups, choose the correct machine for the job, and produce a quality product efficiently.

Applicants to this program should have had one year of machine shop training or the equivalent. A high school diploma is required. A strong background in mathematics is essential. The work requires strength and general good health as well as mechanical ability and the ability to concentrate and do highly accurate work.

### NUMERICAL CONTROL

Orientation & Introduction Theory  
Orientation & Introduction Lab

Manual Points Programming Theory  
Manual Points Programming Lab

Basic Comp. Assist. Programming Theory  
Basic Comp. Assist. Programming Lab

Advanced Comp. Assist. Programming Theory  
Advanced Comp. Assist. Programming Lab

Quality Control & Assurance Theory  
Quality Control & Assurance Lab

Electric Discharge Machining Theory  
Electric Discharge Machining Lab

N. C. Blue Print I  
N. C. Blue Print II

N. C. Math  
N. C. Trigonometry & Geometry

## **PRACTICAL NURSE EDUCATION**

12 Months

The purpose of this program is to provide effective classroom theory and clinical experience that will result in the students' mastery of skills, knowledge, attitudes, and understanding required to perform the duties of a licensed practical nurse.

Licensed practical nurses (LPN's) help care for the physically or mentally ill. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge. In hospitals, they provide much of the bedside care needed by patients. They take and record temperatures and blood pressure, change dressings, administer certain prescribed medications, and help patients with bathing and personal hygiene. They assist physicians and registered nurses in examining patients and in carrying out nursing procedures. They also assist in the delivery, care, and feeding of infants. Some practical nurses work in specialized units such as intensive care units, recovery rooms, and emergency rooms. They perform special nursing procedures and operate sophisticated equipment to provide care for seriously ill or injured patients. Other places of employment include doctors' offices, clinics, nursing homes, industries, public health centers, and private homes.

An applicant to this program must: be at least 17 years old; be a high school graduate or have obtained a G.E.D. certificate; be in good physical health; be emotionally stable; have an acceptable score on pre-entrance tests; have satisfactory personal traits and appearance; have good moral character; and have a deep concern for human welfare.

The Practical Nurse Education course is a twelve month, full-time program designed to meet standards as set by the Alabama Board of Nursing and to prepare students to successfully write the state board exam for licensure after graduation. The program is conducted in cooperation with Druid City Hospital and Veterans Administration Medical Center where students obtain supervised clinical experience. Registered nurse instructors give classroom instruction. This includes lectures, demonstrations, and student participation in practice. Conferences are held with individual students to evaluate progress. In addition to classroom instruction, approximately 720 hours are spent in supervised patient care. Day classes begin in March and September; evening classes begin in June and December; the weekend class begins in December.

### ADMISSION PROCEDURE:

A person applying for this program must:

1. Take the pre-admission exam at the State Employment Office and have the results sent to the school.
2. Obtain and complete an application for admission.
3. Have a transcript of his/her high school record sent to the school and a copy of his/her GED certificate if applicable.
4. Pick up three (3) reference letter forms from the admissions office and have them filled out and returned to the school.

After the above steps have been completed, the nursing instructors, the nursing Coordinator, and the Dean of Students will select the best qualified applicants to be interviewed. These applicants will then participate in a personal interview with a nursing instructor. The final selection of the students to be admitted is then made by a selection committee.

### PRACTICAL NURSING

#### FIRST QUARTER

TPN 111 01 Body Structure & Function  
TPN 112 01 Personal & Vocational Relations  
TPN 113 01 Basic Nutrition  
TPN 114 01 Basic Pharmacology I  
TPN 115 01 Fundamentals  
TPN 165 01 Fundamentals Lab

#### SECOND QUARTER

TPN 121 01 Mental Health & Geriatrics  
TPN 122 01 Basic Pharmacology II  
TPN 123 01 Cause & Prevention of Disease  
TPN 124 01 Obstetrics  
TPN 170 01 Clinical Lab II

#### THIRD QUARTER

TPN 131 01 Medical-Surgical Nursing I  
TPN 180 01 Clinical Lab III

#### FOURTH QUARTER

TPN 141 01 Medical-Surgical Nursing II  
TPN 142 01 Pediatrics

FIRST QUARTER

NSE 111 10 Small Engine Theory I  
NSE 161 10 Small Engine Shop I

SECOND QUARTER

NSE 121 11 Small Engine Theory I  
NSE 171 11 Small Engine Shop I

THIRD QUARTER

NSE 131 10 Small Engine Theory II  
NSE 181 10 Small Engine Shop II

FOURTH QUARTER

NSE 141 11 Small Engine Theory II  
NSE 191 11 Small Engine Shop II

FIFTH QUARTER

NSE 211 10 Small Engine Theory III  
NSE 261 10 Small Engine Shop III

SIXTH QUARTER

NSE 221 11 Small Engine Theory III  
NSE 271 11 Small Engine Shop III

SEVENTH QUARTER

NSE 231 10 Small Engine Theory IV  
NSE 281 10 Small Engine Shop IV

EIGHTH QUARTER

NSE 241 11 Small Engine Theory IV  
NSE 291 11 Small Engine Shop IV

## **SMALL ENGINE REPAIR**

Night Program - 24 Months

This program trains students to become mechanics, qualified to maintain and repair air cooled, internal combustion engines of two and four cycles.

Small engine mechanics repair and service such equipment as lawnmowers, power saws, small outboard motors and small motorcycles.

Students in this program will learn the theory and operation of small engines as well as develop the technical and manipulative skills needed in troubleshooting and repairing them.

## **WELDING**

18 Months

This program prepares students for employment as welders with knowledge and skill in numerous welding processes.

Welders join pieces of material, usually metal, by fusing or bonding them together. Welding is the most common method of permanently connecting metal parts that go into the construction of automobiles, ships, and thousands of other products. Beams and steel reinforcing rods in bridges, buildings, and roads are frequently joined by welding. In addition to constructing new items, welders also repair items. Since welding processes differ and are used for a wide variety of purposes, the equipment used and the skill levels of welders vary.

The mission of this program is to develop the following occupational skills: to weld metal parts together, as specified by layout, diagram, work order or oral instructions, using gases such as acetylene and oxygen or electric arc utilizing inert gases such as helium, argon, carbon dioxide and nitrogen or by using any combination of arc welding processes; to perform such assigned tasks, in all positions including flat, vertical, horizontal and overhead; to perform related tasks such as flame cutting, grinding, chipping, cleaning, dismantling, straightening, reshaping and reassembling; to braze and solder metal parts together. Emphasis is placed on the technical aspects of welding. Instruction is given in welding carbon steel, stainless steel, cast iron, aluminum, and in silver soldering.

Applicants to the welding program need manual dexterity, good eyesight, and good eye-hand coordination. They should be able to concentrate on detailed work for long periods and should be free of any physical disabilities that would prevent them from bending, stooping, and working in awkward positions.

A student may receive a diploma in Structural Welding after completing fifteen months of the program. Completion of an additional three months in pipe welding, however, will lead to a diploma in Structural and Pipe Welding, indicating a broader base of knowledge and skill.

WELDING

FIRST QUARTER

TWE 111 01 Gas Cut & Welding  
TWE 161 01 Gas Cut & Welding Lab  
TWE 112 01 Blue Print Reading  
TMA 101 Basic Related Math

SECOND QUARTER

TWE 121 01 Shield MTL Arc  
TWE 171 01 Shield MTL Arc Lab  
TMA 103 Practical Trigonometry

THIRD QUARTER

TWE 131 01 Shield MTL Arc Welding  
TWE 181 01 Shield MTL Arc Welding Lab  
TWE 132 01 Blue Print Reading

FOURTH QUARTER

TWE 141 01 Gas MTL Arc Welding (Mig)  
TWE 191 01 Gas MTL Arc Welding Lab

FIFTH QUARTER

TWE 211 01 Gas Tungsten Arc Welding (Tig)  
TWE 261 01 Gas Tungsten Arc Welding Lab

SIXTH QUARTER

TWE 221 01 Pipe Welding  
TWE 271 01 Pipe Welding Lab

## **RELATED SUBJECTS**

### **COMMUNICATION SKILLS**

Communication Skills is designed to help students in the vocational/technical programs improve skills in reading, writing, speaking, and listening, which will aid them in finding, getting, and keeping jobs.

The following courses are offered in Communication Skills. Each course is scheduled for one hour a day during the quarter in which it is taught. Students take one, two, or three quarters of Communication Skills, depending on their needs and their occupational fields.

#### **COMMUNICATION SKILLS**

Modular Descriptions

##### **CS-101 Reading Improvement**

The reading course utilizes individual and small group instruction to help students develop the reading skills necessary for success in their occupations. Emphasis is placed on improving reading comprehension, reading speed, study skills, vocabulary, and listening skills.

##### **CS-102 English Grammar Review**

The grammar course uses programmed material and individualized instruction to help the student increase proficiency in English, starting with his/her present level of achievement.

##### **CS-103 Technical Writing**

**Technical Writing** is designed to teach primarily those skills necessary for securing a job (resume, job application, and interview) and for fulfilling on-the-job writing duties (memorandum, business letters, and various types of technical reports).

##### **CS-104 Applied Communication Skills**

**Applied Communication Skills** is designed to help students develop and/or improve the communication skills needed to get a job and to succeed on the job. Course content includes the study of basic grammar; the resume, job application, and the job interview; vocabulary development, with emphasis on the spelling and definitions of terminology used in the occupation; telephone usage; and on-the-job human relations.

## **RELATED MATHEMATICS**

All students in the trade areas of mechanics, electricity, welding, and air conditioning are required to complete a course in Basic Related Mathematics. The objective of this course is to strengthen basic arithmetic skills, using whole numbers, fractions, decimals, and percentages. Students also gain practice in the use of formulae used in the trade they are studying.

Students in electricity, electronics, welding, and drafting are also required to complete basic related algebra and practical trigonometry. Students gain practice in the solution of equations and triangles that apply to the trade they are studying.

#### **RELATED MATHEMATICS**

Modular Descriptions

##### **MA-101 Basic Related Mathematics**

**Basic Related Mathematics** is a review of the basic principles of mathematics including the operations of whole numbers, fractions, decimals and percentages.

##### **MA-102 Fundamental Algebra**

**Fundamental Algebra** includes instruction in basic concepts and operations such as simple equations and solutions, signed numbers, monomials, and polynomials, special products and factoring, fractions, roots and radicals, and quadratics equations in one unknown.

##### **MA-103 Practical Trigonometry**

**Practical Trigonometry** is designed to instruct in the fundamental principles and applications of trigonometry. The areas of study include angles and arc length, solutions of right triangles, fundamental relations, formulae, area, and other practical applications.

## **RELATED PHYSICS**

Instruction in related physics deals with matter and energy and their applications to the fields of automotive and diesel mechanics, electricity, electronics, air-conditioning, drafting, and welding.

#### **PHYSICS**

Modular Descriptions

##### **PI-101 Physics I**

**Physics 101** is a study of matter, work, power, and energy. Math 101 or the equivalent is a prerequisite to PI-101.

##### **PI-102 Physics II**

**Physics 102** is a continuation of PI-101. Its topics are: simple machines, heat, sound, light, magnetism and electricity.

## **PROCEDURES AND POLICIES**

### **ENTRANCE REQUIREMENTS**

Specific requirements vary according to the particular course chosen; however an applicant must be at least 16 years old, and must be able to accomplish the work involved in his chosen course of training. The prospective student will be interviewed to assist him in selecting a course that will be suitable for his particular interests and educational qualifications.

Shelton State, Technical Division admits as regular students those persons who have graduated from high school or have a certificate indicating that they have achieved equivalent training. Other applicants may be accepted as special students.

### **ELIGIBILITY**

The school is a co-educational institution. Requirements will vary, according to the particular course chosen. In addition to the age requirement, an applicant should be in good health and possess aptitudes, interests, and background that indicate his ability to profit from the instruction given by the school. Persons are accepted for training without regard to race, color, or creed.

### **PROCEDURE FOR APPLICATION AND REGISTRATION**

1. A student eligible to enroll must receive an application for admission from the Student Personnel Office.
2. Applications for admission must be completed at the school. A non-refundable application processing fee of \$5.00 is required on all applications.
3. Applicants must have a transcript of their high school work, and college work if applicable, sent to the school.
4. When the above forms are received, properly completed, they will be processed and approved, or disapproved, and the applicant will be notified accordingly.
5. After the applicant is notified of his acceptance, the applicant must come to the Student Personnel Office to complete enrollment papers and financial arrangements.

## POLICY FOR PAYMENT OF TUITION AND FEES

1. Resident, State of Alabama. Tuition is due on the first day of each quarter and **must** be paid by the fifth school day for day students and third school day for night students.

Tuition for full-time day classes: \$200.00 per quarter  
Tuition for half-time night classes: \$113.00 per quarter

\$5.00 Registration charge, non-refundable  
\$5.00 Diploma cost (cover included) payment due upon completion of course.

\$1.00 fee for an identification card

2. A diploma will not be issued until all tuition and fees have been paid.
3. Tuition and fees for Continuing Education Courses vary, depending upon the course.
4. Non-residents of State of Alabama. Tuition shall be twice the rate as that paid by Alabama residents.

## TUITION REFUND POLICY

A student who officially withdraws from Shelton State before completing the quarter may claim a partial refund under certain conditions. If withdrawal is made after registering but before attending classes, the student may claim full tuition. The student may not claim any tuition refund after the end of the third week of classes. During the first three weeks of classes, the following prorated percentage of tuition cost will be refunded:

Withdrawal during first school week:	75% refund
Withdrawal during second school week:	50% refund
Withdrawal during third school week:	25% refund
Withdrawal after close of third school week	No refund

It is the student's responsibility to withdraw officially.

Students attending less than half-time will not be refunded any part of tuition paid.

## LIVE WORK POLICIES

"Live work" or "live jobs" refer to taking into a school shop such things as:

- (a) Repair jobs of any kind.
- (b) Production jobs of any kind.
- (c) Service jobs of any kind.

### PRINCIPLES GOVERNING "LIVE WORK" DONE IN PROGRAMS OFFERED IN THIS INSTITUTION

1. Live jobs should be accepted only in such instances as they have no connection with or relation to the making of a financial profit by an individual, a program, an organization or an institution. Some of the prohibited work is:
  - (a) Reconditioning of any object for resale or trade purposes.
  - (b) The production of work upon any project to be used for lease, sale, rental, or otherwise for personal financial profit of the owner.
  - (c) Work in any way connected with programs or events for which there is to be charged an admission as a means of making a profit.
  - (d) Work of any kind for private enterprise.
2. Live work taken in from any and all sources should require the person, institution, or organization furnishing it to:
  - (a) Bear all actual costs (material and parts) involved.
  - (b) Assume all responsibility for the fact that work is done by learners.
3. The charges for live work should never exceed actual costs plus 10% internal, 20% external, to cover breakage and waste.
4. All live work accepted should be in terms of its usefulness and need in the training program rather than production or accommodation.
5. Live work should include only such jobs as cannot later enter commercial channels.
6. A deposit may be required for live work.
7. Payment with a bad check will terminate a person from having his/her live work done.

## COUNSELING

The purpose and objective of counseling is to provide academic and vocational guidance to help the students succeed in reaching realistic goals consistent with their needs and abilities. Counseling is provided by the Dean of Students, the Dean of Instruction, the coordinators, and the instructors. All students are encouraged to seek counseling with regard to educational, vocational, or personal problems and decisions. For serious personal problems, students will be referred to appropriate agencies.

## ORIENTATION

Each quarter, after new student registration, all students new to Shelton State Community College, Technical Division are assembled in the Learning Resource Center for orientation. Policies are discussed orally, and questions are answered concerning all phases of the school. Each department holds a department orientation.

## BOOKS AND TOOLS POLICY

Students enrolling in programs of training at Shelton State Community College, Technical Division will be required to attend classes in theory requiring textbooks, and to do practical work in a laboratory requiring certain hand tools of the trade.

The instructors in these programs cannot train a student unless the student has the books, tools and supplies to be able to carry out assignments.

Therefore, it is mandatory that all students have the necessary books, tools and supplies for each quarter's work. If a student does not have the necessary books, tools and supplies within the time required by his instructor, he/she is subject to being dropped from the rolls of the institution.

Each person attending this institution is responsible for making his/her financial arrangements in advance to take care of educational expenses regardless of any financial assistance he/she may be receiving.

## PLACEMENT AND FOLLOW-UP

The administration, faculty, and staff at Shelton State Community College, Technical Division, share responsibility in job placement and follow-up of graduates and/or the non-graduates of the school. Shelton State aids students in job placement by maintaining close ties with business, industry, and community agencies which hire its graduates. The instructors in the various occupational fields keep in close contact with business, industry, and other agencies, both directly and through advisory craft committees selected from the community to advise the occupational instructors on the needs of employers in their areas.

The counselor also works closely with the instructors in the placement of students. Requests for employees received in the Office of Student Personnel Services are referred to the appropriate occupational instructors who assist the prospective employers in fulfilling their employment needs.

Follow-up information about students and graduates is compiled by the occupational area instructors and the counselor. The follow-up information is stored in a central processing unit for ease in updating and reporting.

## PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

By means of this handbook, Shelton State Community College, Technical Division, gives students who are enrolled and eligible parents annual notice of the opportunity to review a student's education records, to seek correction of information contained in those records and to limit disclosure of information from the records. Also, students in attendance and eligible parents are given annual notice, by means of this handbook, of the right to file a complaint with HEW if any of their rights, according to the Family Educational Rights and Privacy Act of 1974, have been violated.

## BASIS OF THE RULES AND STANDARDS

The basis of the rules and standards governing the conduct and behavior of students is a concern for the right of each student to make effective use of the opportunity for an education and to provide that no student by his conduct causes any situation that will interfere with the right of other students to obtain an education in a peaceful and orderly environment.

Shelton State Community College adheres to the practices established by the Privacy Rights of Parents and Students as established by The General Education Provision Act, Title IV of the Public Law 90-247 as amended, known as the Buckley-Pell Amendment.

## RULES AND STANDARDS GOVERNING STUDENTS

1. Any student who violates the orders and/or instructions of an instructor, or violates the policies or standards of the school, or who is delinquent in scholarship, or willfully neglects to pay his financial obligations, or violates practices of good conduct, shall be subject to disciplinary action.

2. The following acts are prohibited and upon proof that a student has committed such acts while on campus he/she shall be subject to disciplinary action, which may include expulsion:

Use of and/or being under the influence of alcoholic beverages	Stealing
Possession of Dangerous Weapons	Making False Statements
Engaging in Inappropriate Behavior	Using Profane Language
Possession of Firearms	Engaging in Personal Combat
Use of and/or being under the influence of drugs prohibited by law	Gambling
Speeding on Campus	Violating School and Shop Safety Practices
	Improperly Parking on Campus

3. Any student who negligently loses, damages, destroys, sells or otherwise disposes of school property entrusted to him or while in his possession, will be charged for the damage or loss and is subject to disciplinary action. Any student who, without permission of the person in charge of such books, tools, furniture, or equipment belonging to the school, removes the same from any building or place on school premises shall be subject to disciplinary action.

4. No student, staff member, visitor, or organization may distribute or sell merchandise and/or literature in the classrooms, offices, shops or anywhere on campus without written permission from the President and/or his appointed representative.

5. Any student finding an article on school premises that is not his property if he takes possession of such article shall immediately deliver the article to the Administrative Office, and any student who takes possession of such lost article and does not immediately report and deliver the same to the Administrative Office shall be subject to disciplinary action.

6. Students should dress appropriately when on the school campus. Students shall dress in a manner which will not create a safety hazard for themselves or for others.

7. Permission must be secured from the instructor to leave the campus while classes are in session.

8. Three unexcused tardies constitute an unexcused absence. Absences during any part of the school day will be recorded. Any tardiness or absence of less than one hour will be counted as a full hour.

9. Persons with criminal records who are on probation or who have been convicted of criminal acts before admittance or while attending Shelton are subject to investigation by the Hearing Board of this institution.

10. Any instructor or official of the school may charge a student with violation of these rules and regulations by filing with the President or his appointed representative a written memorandum stating the charge and the witnesses to the facts. When a complaint is filed, the President or his appointed representative shall investigate the charge and after investigation shall notify the student of the complaint and his proposed decision as to disciplinary action. At that time, the President or his appointed representative will furnish the student a statement of the charge and a summary of the statement of the witnesses. If the student desires a hearing, he must, within two (2) days from delivery to him of the written complaint and statement of witnesses, give the President or his appointed representative written notice that he desires such a hearing. The President or his appointed representative shall notify the student of the date, time and place of the hearing and whether the hearing will be an oral examination or written affidavits of witnesses. The student may have his counsel and witnesses at the hearing if he so desires. The hearing shall be conducted before a board consisting of the President or his appointed representative, Dean of Instruction, Dean of Students, two (2) faculty members not in the area of the student's training and two (2) students not in the training area of the affected student. The board shall hear the case either by oral statements of the witnesses or through affidavits. At the designated time for the hearing of the case, the board shall examine the complaint and the statements of the witnesses. The board, after such hearing and consideration of the facts presented, shall make a final decision of the case that shall be signed by the President or his appointed representative on behalf of the Hearing Board and shall be mailed by the U.S. Mail, First Class, Postage Prepaid, to the accused student at his address furnished to the school.

## FINANCIAL AID

To apply for financial aid, the student should contact the Financial Aid office, located in the Administration Building. In order to receive financial aid, a student must (a) maintain satisfactory progress in his course of study, (b) not be in default on a National Direct Student Loan or Guaranteed Student Loan, and (c) not owe a refund on a Basic Grant or a Supplemental Educational Opportunity Grant.

Shelton State Community College, Technical Division, provides the following types of financial aid:

### A. Federal Student Aid

Federal Student Aid provides money to help pay for education after high school. Unlike a loan, this grant does not have to be paid back. Awards range from \$200.00 to \$1410.00. The actual amount the student receives depends on the financial information the student reports on his application, whether he is a full time or part time student, and the length of time he is enrolled during the award year.

### B. Scholarships

A limited number of scholarships are available for students who qualify. For more information concerning these scholarships contact the Student Personnel Office.

### C. Guaranteed Student Loans (GSL)

The Guaranteed Student Loan Program enables a student to borrow directly from a bank, credit union, savings and loan association, or other participating lender which is willing to make the loan. The loan is guaranteed by a state or private non-profit agency or insured by the Federal Government. A student must complete one quarter with a minimum grade point average of 2.0 before an application can be processed.

If a student is eligible to receive a student loan, the maximum the student may borrow as an undergraduate is \$2,500 a year. The interest rate on these loans is 8 percent. The Federal Government will pay the interest until repayment of the loan begins and during authorized periods of deferment.

The loan must be repaid. Payments begin 6 months after the student graduates or leaves college, and students may be allowed to take up to ten years to repay the loan. The amount of payments depends upon the size of the debt and the student's ability to pay; but in most cases payments must be at least \$360 a year unless the lender agrees to a lesser amount.

### D. Vocational Rehabilitation

The state of Alabama provides certain benefits for students through the Division on Rehabilitation. Information is available from the Director of Rehabilitation, State Department of Education, Montgomery, Alabama 36104.

## VETERANS PROGRAMS

All full time and half time programs at Shelton State Community College are approved for training under the following programs:

### Chapter 34 Veterans Educational Assistance Bill

Eligible persons are entitled to 45 months of educational assistance allowance if they have served a period of 18 continuous months or more on active duty after January, 1955, and before December 31, 1976. Those who have not served on active duty for a period of 18 months are entitled to educational assistance on the basis of one and one-half months of benefits for each month of creditable service, up to a maximum of 45 months. To obtain information on how to apply, please check with Financial Aid office.

### Chapter 31 Vocational Rehabilitation

Any veteran with a service connected disability can apply. The Veterans Administration will determine eligibility for each individual. For more information write Vocational Rehabilitation, 474 South Court Street, Montgomery, AL 36104.

### Chapter 35 War Orphans Act

This Act is for any dependent of a veteran who died in service or as a result of a service-incurred disability. The eligible dependent receives a monthly stipend from the federal government. To apply check with the local Veterans Affairs Office.

### Alabama GI and Dependents Educational Benefit Act

To be eligible for the benefits of this Act the veteran must be at least 40% disabled. This program will provide tuition and books for eligible veterans, their children, widows and wives. No monetary benefits are involved as tuition will be paid directly to the institution. Application for this program can be made at your local Veterans Affairs Office.

### Chapter 106 Reserve and National Guard

Eligible members of the Reserve or National Guard unit are entitled to a maximum of 36 months of educational assistance allowance if they have committed 6 years (through 6 year enlistment, 6 year reenlistment, 6 year immediate reenlistment, or extending current expected termination of service enough to total a 6 year commitment) on or after July 1, 1985 and before June 30, 1988. To obtain information, contact your unit commander.

## CONTINUING EDUCATION COURSES

Various short courses are taught periodically in the evenings. These continuing education courses include Business Education Upgrading, Emergency Medical Training, Automotive Mechanics, Small Engine Repair, Medical Secretary, Woodcraft, Microcomputer, Computer Aided Drafting, and Word Processing.

## COOPERATIVE DEGREE PROGRAM

### Associate in Applied Science Degree

This program is offered jointly by the Technical Division and the Junior College Division of Shelton State Community College. By taking a specific number of general education courses, students in many programs at Shelton's Technical Division can earn an Associate in Applied Science Degree from the Junior College Division.

A student desiring an Associate in Applied Science Degree from Shelton State Community College, Junior College Division, must complete a Diploma Program at Shelton State Community College, Technical Division. The number of hours required at the Junior College Division is determined by the length of the Diploma Program at the Technical Division.

For the Technical Division Diploma Programs lasting 21-24 months, the student must take a minimum of 33 quarter hours at the Junior College Division. These programs at the Technical Division are:

Air-Conditioning	Electronics
Automotive Mechanics	Machine Shop
Diesel Mechanics	Numerical Control
Industrial Electricity	

For these programs, the courses required at the Junior College Division are:

Courses	Quarter Hours
English 101-102	10
Speech 101	5
Math or Science (Astronomy, Biology, Chemistry, Math, Physics, Geology)	5
Psychology 201 or Sociology 201	5
Electives	8
<b>TOTAL</b>	<b>33</b>

For the Technical Division Diploma Programs lasting 18 months, the student must take a minimum of 40 quarter hours at the Junior College Division. These programs at the Technical Division are:

Cabinetmaking	Drafting
Data Processing	Welding

For these programs, the courses required at the Junior College Division are:

Courses	Quarter Hours
English 101-102	10
Speech 101	5
Math and/or Science (Astronomy, Biology, Chemistry, Math, Physics, Geology)	10
Psychology 201 or Sociology 201	5
Electives	10
<b>TOTAL</b>	<b>40</b>

For the Technical Division Diploma Programs lasting 12-15 months, the students must take a minimum of 48 quarter hours at the Junior College Division. These programs at the Technical Division are:

Business Education
Cosmetology
Small Engine Repair

For these programs, the courses required at the Junior College Division are:

Courses	Quarter Hours
English 101-102	10
Speech 101	5
Math and/or Science (Astronomy, Biology, Chemistry, Math, Physics, Geology)	10
Psychology 201 or Sociology 201	5
Electives	18
<b>TOTAL</b>	<b>48</b>

## FACULTY AND STAFF

### SHELTON STATE COMMUNITY COLLEGE-TECHNICAL DIVISION

#### ADMINISTRATION

Leo Sumner	President
Hugh Kynard	Dean of Instruction
James D. Hunter	Business Manager
Wayne B. Boteler	Dean of Students
Joan C. DuPuy	Coordinator of Special Programs
Johnny Brown	Coordinator of Night Programs
Mary Ann Pearson	Coordinator of Nursing

#### SUPPORT PERSONNEL

Abshire, Roxanna	VA Representative
Beauchamp, Omar	Data Processing Manager
Chastine, Sharon	Secretary-Registration
Davis, Kim	Switchboard Operator
Dobbie, Donna	Data Processing Assistant
Hester, Inez	Secretary-Registration
Holland, Judy	Secretary-Business Office
Jennings, Betty	Secretary/Accounts Payable
Junkin, Kathleen	Bookstore Manager
Marcum, Anne	Cashier
Masoud, Lisa	Account Clerk
Morrow, Mary	Secretary-Nursing
Nix, Jeanette	Secretary-Registration
Sellers, Paul	Data Processing Programmer
Sims, Jackie	Account Clerk
Summer, Rebecca	Registrar
Yerby, Lisa	Data Entry Operator

#### MAINTENANCE AND CUSTODIAL

Davis, Keith	Maintenance
Falls, James	Maintenance
Hughes, Donald	Security Guard
Junkin, J. R.	Maintenance
Mahan, Osker	Custodian
Mills, Ben	Ground Maintenance
Portis, Reherthea	Custodian

#### FACULTY

Acker, Pam	Adult Basic Education
Albright, Fletcher	Air Conditioning (night)
Beams, Dorothy	Practical Nurse Education
Bell, Aron	Automotive Mechanics
Bibby, Betty	Practical Nurse Education
Black, Lyda	Business Education
Boothe, Betty Joe	Data Processing
Boteler, Billie	Communication Skills
Canada, Marion	Business Education
Carter, Pat	Cosmetology - Aide
Corder, Melvin	Numerical Control
Davis, Denver	Small Engine Repair (night)
Day, Frances	Practical Nurse Education
Faulkner, Polly	Cosmetology (night)
Franks, Howell	Automotive Mechanics
Fredd, Euradell	Practical Nurse Education
Griggs, Charles	Automotive Mechanics
Hargrove, Dan	Mathematics and Physics
Hogue, Bill	Industrial Electricity
Hogue, Shirley	Cosmetology (night)
Howell, Roy	Data Processing
Inman, Kim	Practical Nurse Education
Keys, Randall	Industrial Electricity (night)
McGraw, Cleo	Machine Shop (night)
Mills, Ray	Diesel Mechanics
Moore, Jack	Machine Shop
Morris, Dan	Air Conditioning
Morrison, Luther	Diesel Mechanics
Murray, Robert	Mathematics (night)
Phillips, George	Cabinet Making
Porter, Bill	Welding
Pugh, Roy	Welding
Quimby, William	Industrial Electricity
Roberts, Gerrie	Practical Nurse Education
Robinson, Joyce	Practical Nurse Education
Robinson, Yvonne	Business Education - Aide
Scott, Rangkinley	Automotive Mechanics (night)
Seales, Don	Electronics
Sexton, Peggy	Cosmetology
Stringfellow, Bill	Drafting
Watson, Gary	Welding (night)

**SHELTON STATE  
COMMUNITY COLLEGE  
TECHNICAL DIVISION**

**OFFICIAL CALENDAR**

FALL 1987

Registration with Class . . . . .	September 1
Labor Day . . . . .	September 7
State Professional Development . . . . .	November 4, 5, 6
Veteran's Day . . . . .	November 11
Last Day of Quarter . . . . .	November 20
Local Professional Development . . . . .	November 24, 25
Thanksgiving . . . . .	November 26, 27

WINTER 1987

Registration with Class . . . . .	November 30
Dismiss for Christmas . . . . .	December 18
Faculty Work Day . . . . .	December 21
Return from Christmas . . . . .	January 4
Martin L. King & Robert E. Lee's Birthday . . . . .	January 18
Last Day of Quarter . . . . .	March 2
Faculty Work Days . . . . .	March 3, 4

SPRING 1988

Registration with Class . . . . .	March 7
Spring Break (A.E.A.) . . . . .	March 14, 15, 16, 17, 18
State Professional Development . . . . .	April 6, 7, 8
Last Day of Quarter . . . . .	May 27
Summer Vacation . . . . .	May 30 - June 10
Faculty Work Day . . . . .	June 13

SUMMER 1988

Registration with Class . . . . .	June 14
July 4th Holiday . . . . .	July 4
Last Day of Quarter . . . . .	August 25
Faculty Work Day . . . . .	August 26